

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION
Senior Landscape Architect, Caltrans	03-NR/Division of Engineering/Landscape Architecture
WORKING TITLE	POSITION NUMBER EFFECTIVE DATE
District Landscape Architect	903-201-2972-

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Chief, Office of North Region Engineering Services, a Supervising Transportation Engineer, this position supervises a branch responsible for the development and review of contract Plans, Specifications and Estimates (PS&E), Project Initiation Documents (PIO), Project Reports (PR), Visual Impact Assessments (VIA) and re-vegetation plans for various types of landscape and erosion control work on transportation facilities including, but not limited to, freeway, expressway and conventional highway construction. Supervision, planning, organizing and directing staff in Marysville will be required. Responsibilities for this branch may also include consultant oversight of North Region projects, locally and special funded project oversight, encroachment permit project and IGR/CEQA reviews. Travel is required; therefore, incumbent should possess a valid driver's license.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Supervise, review and approve work of subordinates in preparation of highway landscape and erosion control PS&E, VIA's, re-vegetation plans and Landscape Architecture Assessment Sheets (LAAS) regarding aesthetic features, roadside rests, vista points, park and ride lots and related project's planning documents. Review PIDs, PRs, Environmental Documentation provided by Landscape Architecture, and PS&E for consistency with Departmental and District roadside policies.
15% E	Perform personnel evaluation, counseling, personnel hiring, quarterly safety meetings, and other supervisory duties.
15% E	Prepare staff and project related meeting agendas and facilitate meetings, prepare status reports, monitor status and project management reports for the highway planting projects.
10% E	Provide input to the District Program Advisor on district landscape issues, projects and funding associated with the Landscape Architecture Programs. Information will be conveyed in a format required by the 10-year SHOPP plan for roadside programs. Assistance with the development of PID's will be necessary.
5% E	Determine workload, staffing and budget needs for Marysville Landscape Architecture Branch. Coordinate with the Eureka and Redding Landscape Architecture staff to share in North Region workload distribution during peak periods.
5% M	Coordinate professional development of staff within the unit. Develop District policy and guidelines and communicate Departmental policies to District management and outside agencies.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position exercises direct supervision over a professional staff of 6-12 employees. This position is responsible for providing general direction, establishing work priorities, assigning projects, scheduling work and monitoring resources and milestones to produce optimum results in an efficient and qualitative manner.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires a valid certificate of licensure as a Landscape Architect issued by the California State Board of Architects - Landscape Architects Technical Committee. Knowledge of principles of program management and principals of public administration, including staff budgeting principles and techniques. Knowledge of transportation financing and governmental organization and regulation as it relates to project development.

Ability to plan, organize, direct and evaluate the work of a professional staff, including other professional disciplines; analyze situations and take appropriate administrative action; prepare comprehensive technical directives and administrative policy. Possess the ability to communicate effectively, both orally and in writing, at all levels within Caltrans, with local agencies staff, elected officials and private groups or individuals, to correlate engineering or landscape architectural features to proposed projects.

Uses professional background and judgement to analyze Federal and State Statutes; personnel needs of the Branch; various work improvement methods; local issues; and the cost effectiveness and impacts of various alternatives on a wide range of topics. This position requires day-to-day analysis and monitoring of the progress of various projects, programs and support activities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for managing the development of landscape related projects on the State Highway System. Decisions affect the commitment of limited capital and person-year resources to ensure cost, effectiveness and timeliness in improving and protecting the Transportation System.

Determines how to coordinate with local agencies or private groups, within the framework of current policies. Failure of staff and capital resources could seriously impair the safety and visual quality of the District's highway system and would be a negative reflection on the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain a collaborative working relationship with other District Branches and headquarters functions concerned with the work assigned to the Landscape Branch. In addition, the incumbent consults with community groups, governmental agencies, private industry, property owners and other public members as necessary in meetings and through letters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to professionally handle situations of stress as the position will require the candidate to balance the demands of superiors, subordinates, and peers while simultaneously accommodating sudden changes in deadlines and priorities. Incumbent must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must be able to analyze and prioritize work situations and take effective action to resolve problems encountered. Must be self-motivated and possess the desire to research innovative ways to utilize existing available data.

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent may also be required to move a laptop computer from one location to another.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to travel and should possess a valid driver's license. Occasional trips to Sacramento may be required to successfully communicate and share ideas.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE